FINAL REVIEW STUDY GUIDE

Forklift Truck LICENCE

Includes practical and knowledge training tasks

Training support material for:

TLILIC2001A –
Licence to operate a forklift truck

Produced by:

EASY GUIDES
Australia Pty Ltd

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What is a forklift truck?

A forklift is a powered industrial truck used to lift and move loads. It has a mast and an elevating load carriage with a pair of fork arms or other load-holding parts. As you can see below, there are different types of forklifts. The most common forklift is the counterbalance forklift truck.

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Counterbalance forklift truck. 	Stand-on reach forklift truck. 	Double-deep reach forklift truck.
Rough terrain forklift truck. 	Narrow aisle forklift truck. 	Sit-on reach forklift truck.

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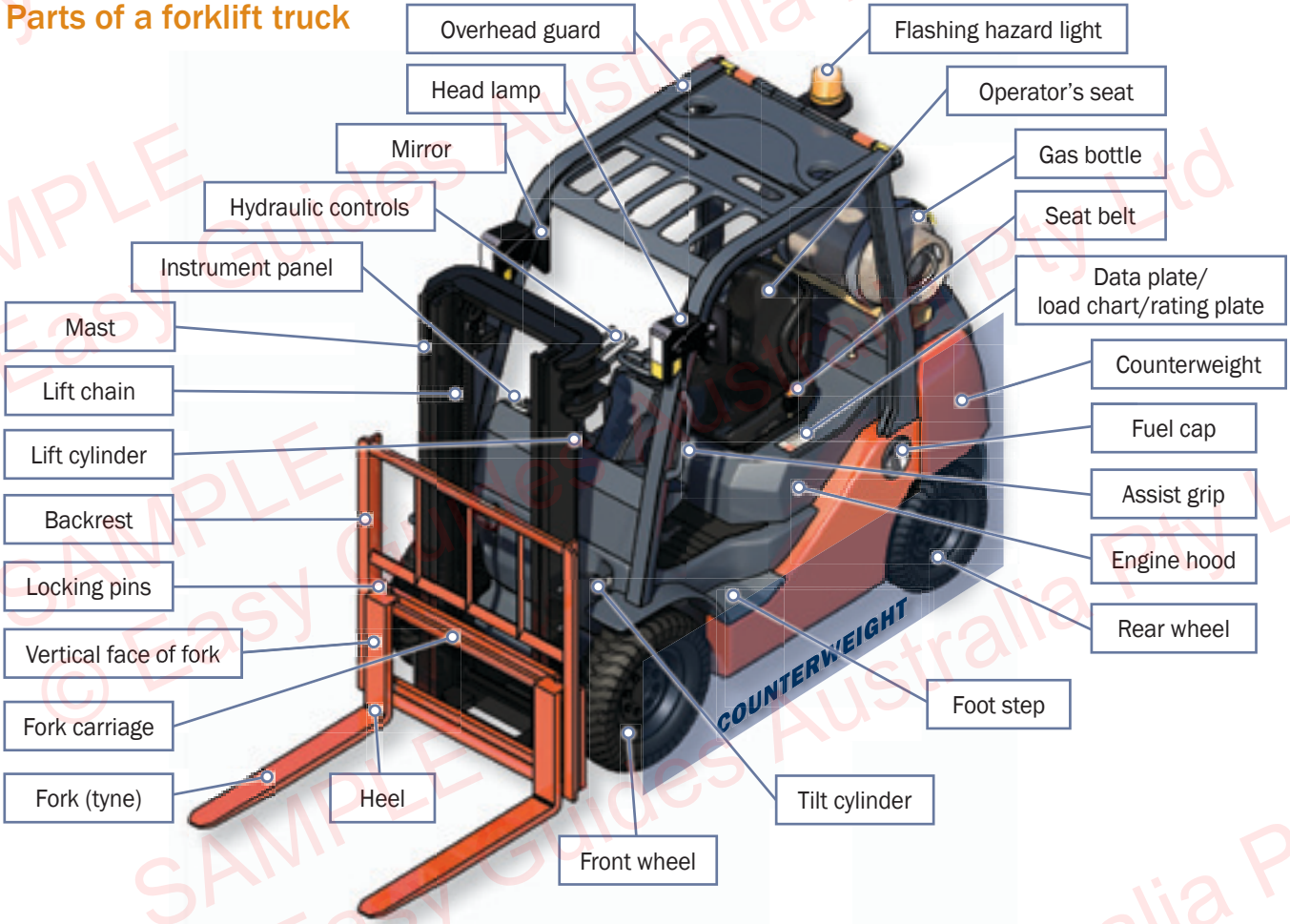
Parts of a forklift truck



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High Risk Licensing and the Law

Required Knowledge 2.0

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QUESTION RK 2 (A)

Can a PCBU/employer (boss) let you do high risk licence work if you are not fully trained?

No. By law, your PCBU/employer must make sure you are trained and competent to do high risk work.

Yes. If you are enrolled in a course of high risk work (HRW) and supervised by a person with that HRW licence.

Note: Your PCBU/employer will not let you do high risk licence work if he or she believes you are not competent.

QUESTION RK 2 (B)

You have a high risk work licence. Under WHS/OHS laws, what are your responsibilities while working?

You must work in a way that is safe.
You must not risk the health and safety of yourself or others.

You **must** be careful the whole time you are doing high risk work.

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QUESTION RK 2 (C)

You can be punished (penalised) for not doing high risk licence work safely. What might the punishment be?

You may have your licence suspended or cancelled.

You may not be able to renew your licence.

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Plan work

Element 1

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QUESTION 1.1 (A)

Who might you talk to about site hazards before you start the job?

Your manager, supervisor or team leader.

Workmates.

WHS representatives or safety officer.

Site engineers.

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QUESTION 1.1 (B)

You need to communicate with people on a work site (such as workplace health and safety representatives) before you start work. Why do you think it is important to do this?

To help you follow the rules and work procedures for the site. This helps keep you and others safe.

QUESTION 1.1 (C)

A restricted space is somewhere that doesn't have much space or fresh air. It can be dangerous to use a forklift with a combustion engine in a restricted space. Why?

Combustion engines create gasses that can stop you breathing properly. You could become unconscious. If you didn't get help, you could die.

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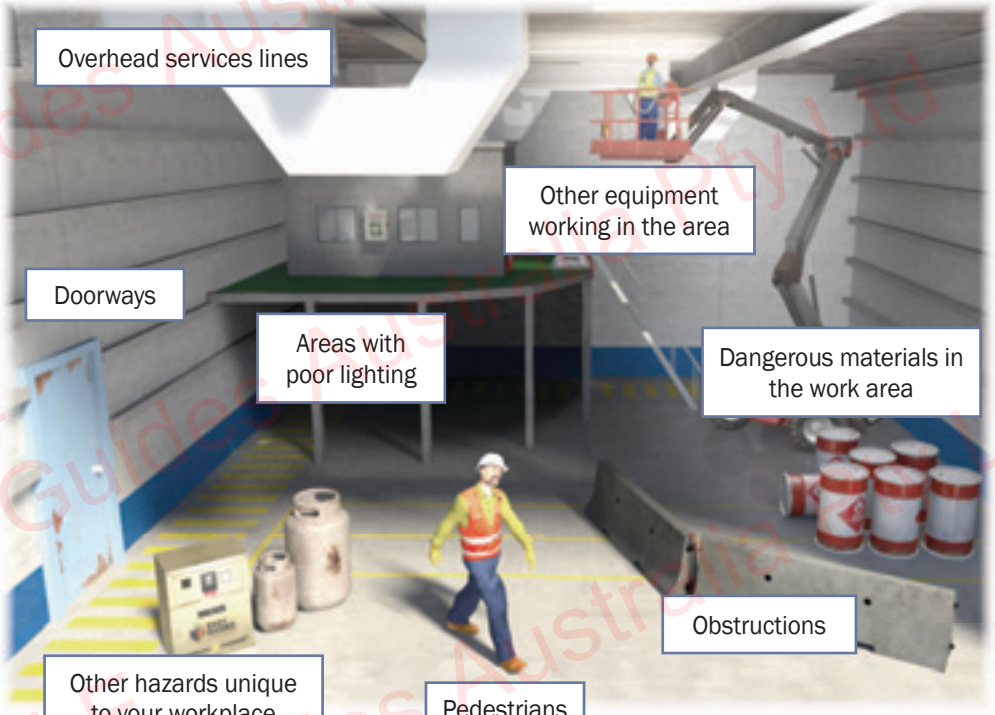
QUESTION 1.1 (F)

You need to plan for possible hazards before you use the forklift. The hazards could be inside or outside.

Name some hazards you might have to plan for **inside**.



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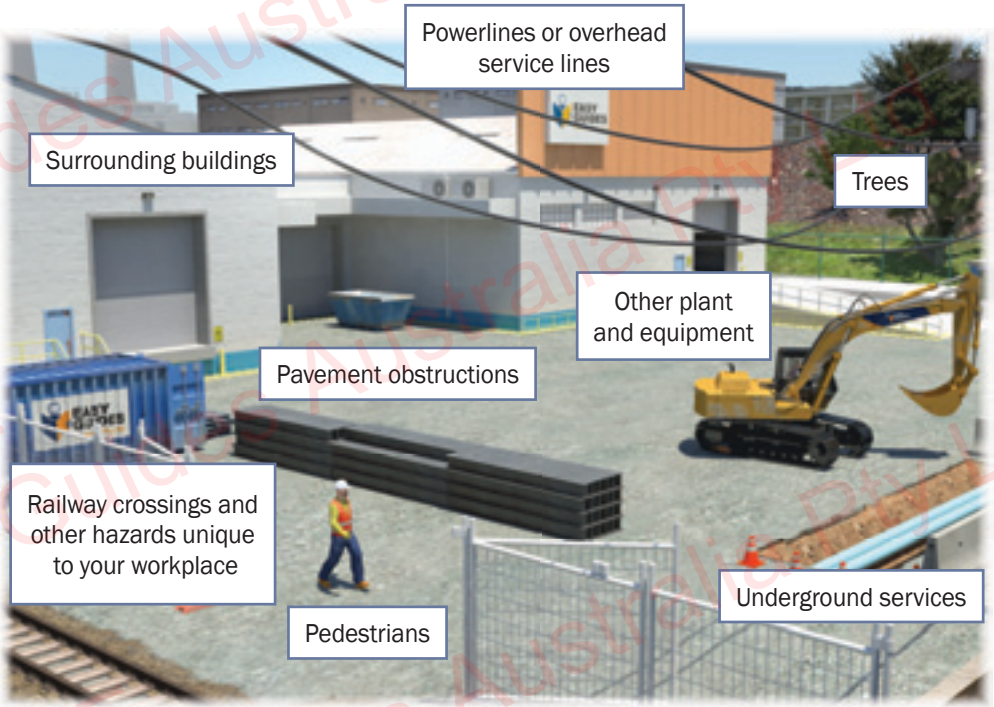
QUESTION 1.1 (G)

You need to plan for possible hazards before you use the forklift. The hazards could be inside or outside.

Name some hazards you might have to plan for **outside**.



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Conduct routine checks

Element 2

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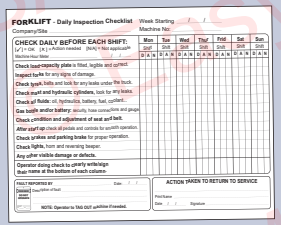
QUESTION 2.4 (A)

A pre-operational check is done before using the forklift truck.

What are some pre-operational checks you should do before using a forklift truck?

A checklist is a good way to make sure you have checked everything


FORKLIFT - Daily Inspection Checklist

CHECK DAILY BEFORE EACH SHIFT:

Mon Tue Wed Thu Fri Sat Sun

Check load capacity plate is fitted, legible and correct.
Inspect forks for any signs of damage.
Check both sides and look for any leaks under the truck.
Check mast and hydraulic cylinders, look for any leaks.
Check all fluids: oil, hydraulics, battery, fuel, coolant.
Gas bottle and/or battery: securely, hose connections and gauge.
Check condition and adjustment of seat and belt.
After start up check all brakes and controls for smooth operation.
Check service and parking brake for proper operation.
Check lights, horn and reversing beeper.
Any other visible damage or defects.
Operator doing check to clearly write/sign their name at the bottom of each column.

FAULT REPORTING

ACTION TAKEN TO RETURN TO SERVICE

NOTE: Operator to TAG OUT machine if needed.

Carbon checklist books are available from
www.easyguides.com.au

Some of the things you should check are:

Fuels such as petrol, LPG, or diesel.

Tyres. Check that they are pumped up (inflated) and not damaged.

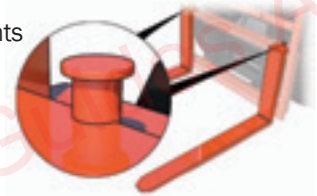
Oil, water and other liquids such as hydraulic fluid.

Data plates to make sure your forklift can carry the load.

Mast to make sure chain and pulleys are in good condition.

All guards, such as roll-over or falling objects protection guards.

Check attachments are secure.



Tynes (forks) to make sure they are not cracked or bent.

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QUESTION 2.4 (B)

You have found a problem with your forklift truck. What should you do?

1. Take out the keys.

2. Put a danger tag on the forklift so no one else can use it.

3. Write the problem in the logbook.

FAULT REPORTED BY Sam Simpson Date 21/ 03/

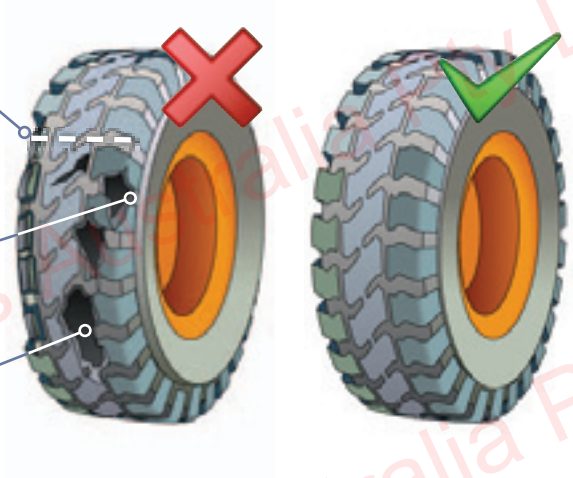
Description of fault.. Punctured tyre

NOTE: Operator to TAG OUT machine if needed.

4. Tell your supervisor.

QUESTION 2.4 (C)

What checks do you do for a forklift with solid rubber tyres?


Check that tyre wear is even
Check the tyre is not worn down to its wear limit line
Check no big pieces of rubber are missing

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QUESTION 2.5 (A)

How should you get on and off your forklift truck?

You should get on and off the forklift from the left side. Three (3) parts of your body should touch the forklift at the same time: both hands and one foot, or both feet and one hand is best. Never jump off the forklift.

QUESTION 2.6 (A)

You are using the forklift and hear strange noises. What do you do?

1. Take out the keys.

2. Put a danger tag on the forklift so no one else can use it.

3. Write the problem in the logbook.

FAULT REPORTED BY...Sam Simpson.....Date ..21/ 03/

Description of fault..Punctured tyre.....

.....

.....

NOTE: Operator to TAG OUT machine if needed.

4. Tell your supervisor.

SAMPLE © Easy Guides Australia Pty Ltd

QUESTION 2.6 (B)

You need to do post-start checks to check the forklift is safe and working properly.

What are some post-start checks you should do after you have started the forklift truck?

Some checks you should do are:

Check the steering.

Check the brakes.

Check that all controls work properly.

Check warning devices (horn, beeper).

Check the lights.

Check the gauges.

Check that the forklift moves properly in all directions.

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Shift loads

Element 3

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QUESTION 3.1 (A)

What are some ways you can find out the weight of a load?

Checking the weighbridge note, consignment note, or other information.

Weighing the load.

Calculating the weight of the load.
For example: 50 kg × 6 = 300 kg

Reading the weight on the load.

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QUESTION 3.1 (B)

You have to move a load of 44 bags of flour on a pallet.

- Each bag weighs 25 kg
- Pallet weighs 35 kg

What is the total weight of the load? Show how you worked it out.

44 × 25 kg = 1100 kg

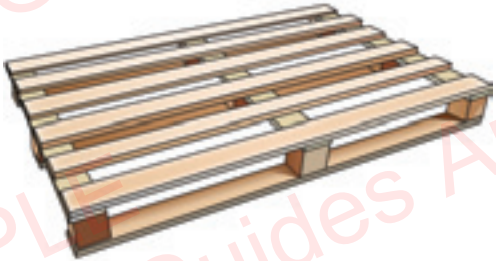
Weight of pallet = 35 kg

Total weight of load = 1135 kg

44 bags of flour

1100 kg

+



Pallet

35 kg

=

1135 kg

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QUESTION 3.1 (C)

There is a load to be moved. The load is stacked cartons on a pallet.

- Four (4) cartons per layer
- Six (6) layers
- One (1) carton = 25 kg
- Pallet = 35 kg

What is the total weight? Show your working out.

Total weight = cartons × layers × carton weight + pallet

Total weight = 4 × 6 × 25 + 35

Total weight = 635 kg

1 box = 25 kg

25 kg ×

4 cartons ×

6 layers = 600 kg

+

Pallet

35 kg

=

635 kg

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QUESTION 3.6 (D)

There has been an accident on your worksite. Which vehicles have the right of way in an emergency?

You must give way to emergency vehicles, such as ambulances, police and fire trucks.

End of Shift loads section. Check your knowledge by answering the questions for Shift loads at the end of the book. Your trainer will check your answers.

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Shut down and secure forklift truck

Element 4

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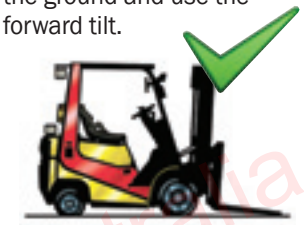
QUESTION 4.2 (A)

List three (3) things you need to do when shutting down the forklift?

Follow the correct shutdown procedures. For example:

Park the forklift **away** from hazards.

Put the forklift arms on to the ground and use the forward tilt.



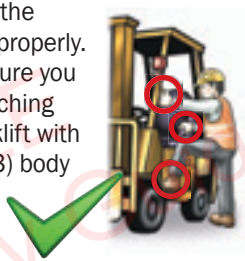
Put the forklift into neutral (N) gear.

Put the handbrake on.

Turn off the engine.

Take out the key.

Get off the forklift properly. Make sure you are touching the forklift with three (3) body parts.



Turn off the gas cylinder valve, or charge the battery (if the battery is needed).

Update the logbook and do a post-operational (after) check on the forklift.

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QUESTION 4.3 (A)

List three (3) post operational checks you should do when finished using a forklift?

Always check your user manual

Some checks might include the following:

Wipe the controls and seat.

Look for leaks on and under the forklift.

Make sure everything is closed off and turned off.

Walk around the forklift and look for damage. Make sure it is safe for the next person.

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QUESTION 4.4 (A)

Why do you need to take out the ignition key when leaving the forklift unattended (by itself)?

To stop the forklift truck being moved by someone who is unauthorised (does not have permission).

QUESTION 4.5 (A)

You are doing the post-operational checks. You find a problem with the forklift truck.
What should you do?

1. Take out the keys.

2. Put a danger tag on the forklift so no one else can use it.

3. Write the problem in the logbook.

FAULT REPORTED BY...Sam Simpson.....Date .21/03./
Description of fault..Punctured tyre.....
.....
.....
NOTE: Operator to TAG OUT machine if needed.

4. Tell your supervisor.

End of Shut down and secure forklift truck section. Check your knowledge by answering the questions for Shut down and secure forklift truck at the end of the book. Your trainer will check your answers.

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